

# **Arizona Department of Homeland Security “Life of a Grant”**

## **Informational – Pre Award**

- Informational Meetings – to provide local jurisdictions throughout the State with information about the grant program, how it works, what is required, and how to submit an application for consideration.
- With the release of the federal Guidance, local jurisdictions prepare applications to the State for inclusion in the State Application to the U.S. Department of Homeland Security.

## **Application**

- State to Federal – Application that includes local application input and information about unique requests for Arizona.

## **U.S. Department of Homeland Security Award to Arizona**

- State accepts award
- Regional Advisory Councils meet and discuss applications to determine final recommendations for funding
- Regional Advisory Councils make recommendations to the Homeland Security Coordinating Council and the Arizona Department of Homeland Security Director
- The Homeland Security Coordinating Council receives recommendations of the Regional Advisory Councils and receives the final award information as made by the Director
- UASI Working Group Consensus and recommendation to the Director for UASI funding
- The Director makes final awards

## **Awards to local jurisdictions**

- Award letters provided to jurisdictions (letter to include: award amount, funding source, CFDA number, term of the award, unique grant/contract number, etc).
- Award packet to be issued following award letter (award packet to include: grant agreement for signing, special terms and conditions, reporting requirements, reporting templates, reimbursement information, etc).
- If necessary, prior to the award – discussion of the application that was submitted and any modifications made during the review and recommendation process are discussed with the local jurisdiction
- Grant Files are set up internally for each award/contract number

## **Implementation**

- On-going Implementation and Monitoring (financial, equipment and programmatic – reporting, financial submission, site visits, management documentation, financial reimbursement documentation, etc.). All documentation to be maintained in grant file for each contract.
- Status of Program and Fiscal utilizing on-going email and telephone communication as well as integrating a quarterly programmatic report format and site visits.
- Review of program and financial information regularly to ensure expenditures are happening in accordance with any verbal or written communication about the program.
- State to ensure compliance with state and federal reporting requirements (submission of programmatic reporting, expenditure of funds, submission of A-133 audit reports, etc.).
- State to Federal Compliance – Programmatic Reports, Financial Reports, other required reports (BISRs, ISIP, CAPR, etc.), and any special requests for information.

## **Close-Out**

- Close Out period; final notice of program ending and final request for reimbursement
- Final programmatic reporting and Final Financial Request for Reimbursement (within 45 days of end date of contract)
- Send the grantee a final close-out verification letter indicating that all requirements have been met and that the grant is closed out
- Final federal financial request for entire grant (within 90 days of end date)
- Close out each grant file – form for financial representative to sign and programmatic representative to sign
- Close out federal award file (final program and financial submissions)
- Receive final close out letter/notice from Federal Agency